

PRAGAT SAMAJIK SHIKSHAN SOCIETY SANCHALIT

DR BABASAHEB AMBEDKAR SCIENCE AND ADVOCATE

GURUNATH KULKARNI COMMERCE & MANAGEMENT

MAHAVIDYALAYA

VASAI ROAD WEST, PALGAR

LIBRARY RULES AND REGULATIONS

1. The Library is open during the College hours.
2. The Library remains closed on Sundays and authorised holidays.
3. The last period of every working day is set for office work of the Library and during that period no book is to be issued or returned.
4. Entry is permitted with valid ID Card only.
5. Complete silence and strict discipline should be maintained in the library.
6. Students should issue the book on his/her own Library card only.
7. At a time two books will be issued, one for a period of one week against the Library Card and second for current reading against the ID Card.
8. The borrower is requested to check the books & other reading material thoroughly for missing pages, chapters, any damage, markings etc. before borrowing.
9. No book in damaged conditions will be accepted from the borrower. Mutilated or spoiled books will have to be replaced by the borrower.
10. Loss of any borrowed book must be reported immediately to the Librarian/Library Staff. The student must replace the lost book / pay the cost of the latest edition of the lost book along with Rs.200/- fine/ overdue charges, if any.
11. Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be dealt with seriously. In such case, the last reader will be held responsible unless he shows the Librarian at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage. Books will have to be replaced.
12. Students are requested to return the books in time. A fine of Rs.10/- per day will be charged for all the books returned after the due date.
13. While calculating the fine, holidays will be counted as well.
14. Students should keep their mobile phones switched off whenever they visit the Library. A fine of Rs. 300/- will be charged for mobile phone usage in the Library in first instance and for every subsequent incidence Rs. 1000/-.
15. Eating and sleeping is not allowed in the Library.
16. Students should regularly read the notices displayed on the Library Notice Board.
17. At a time one Newspaper or Periodicals/Journal will be issued for current reading in the Library only on production of Library Card. No student is

allowed to take the Journal or Newspaper outside the reading room. All such must be returned latest by 2.30 p.m. on the same day otherwise fine will be imposed per day at the rate of Rs. 5/- for Newspaper, Magazine, and Journal, for not returning on the same day.

18. Students must strictly follow all Library rules and regulations. Any disregard of these rules will be reported to the Principal for appropriate disciplinary action.
19. No book should be taken out of the Library without the knowledge of the Librarian until it has been properly entered in the Borrower's Register and the entry attested by the borrower.
20. Library books in possession of borrowers should be returned to the Library before the college closes for the long vacations on or before the date notified for the purpose.
21. When the date for return of a book falls on an authorized holiday, it should be returned to the library on the day the College opens after the holiday.
22. A borrower, against whom any overdue or other charges is outstanding, shall not be allowed to borrow books from the library and anyone who has a Library deposit shall not be allowed to withdraw the deposit until the library dues are cleared.
23. If any borrower keeps a book in his/her possession for more than the time allowed for the purpose, no more books will be issued to him/her until the book concerned is returned to the Library.
24. None but members of the staff may go beyond the Library counter.
25. There is a reading room for the students which is open on all working days. Staff Members are given a separate reading room inside the library.

